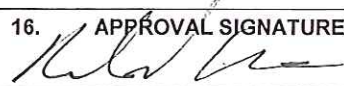
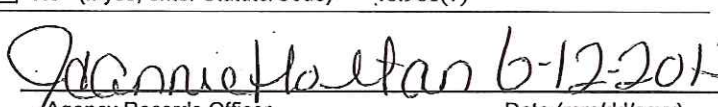
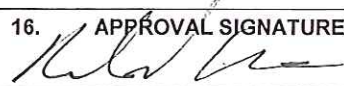
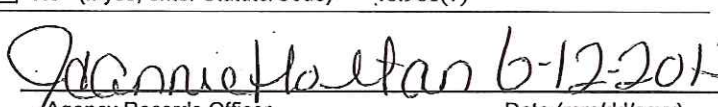
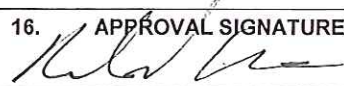
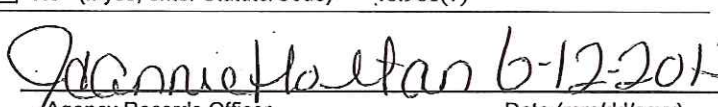
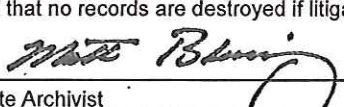
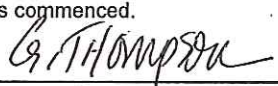
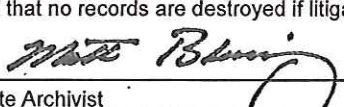
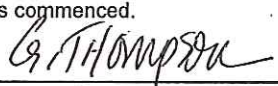
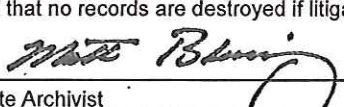
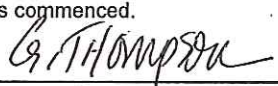


DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
PAGE 1 OF 3

Records Retention / Disposition Authorization

<ul style="list-style-type: none"> Instructions for completion are provided on pages 2-3. In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number. Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process. 					1. Retention/Disposition Authorization # (RDA) Sequential Number Suffix 1057						
					2. Agency Number 437		3. Unit Number 300				
					4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded						
					APPROVAL SUBJECT TO 10-YEAR SUNSET. RESUBMITTAL REQUIRED PRIOR TO August 2023						
5. Agency Name Department of Children and Families Division Name Division of Safety and Permanence					Subdivision Name Bureau of Milwaukee Child Welfare						
6. Record Series Title Child Protective Services Case Files											
7. Record Series Life Cycle Dates <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Year Created 2000</td> <td style="width:33%;">Year Discontinued</td> <td style="width:33%;">Year of Final Disposition</td> </tr> </table>				Year Created 2000	Year Discontinued	Year of Final Disposition	8. Medium for Records Storage – Check all appropriate categories <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)				
Year Created 2000	Year Discontinued	Year of Final Disposition									
9. Retention Time Period - Specify Actual Period <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:16%;">Yrs 20</td> <td style="width:16%;">Mo</td> <td style="width:16%;">Wks</td> <td style="width:16%;">Days</td> <td style="width:16%;">Permanent <input type="checkbox"/></td> </tr> </table>				Yrs 20	Mo	Wks	Days	Permanent <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> after the case has been closed		
Yrs 20	Mo	Wks	Days	Permanent <input type="checkbox"/>							
11. Disposition <input type="checkbox"/> Destroy <input type="checkbox"/> Transfer to State Archives (WHS) <input type="checkbox"/> Transfer to Other Location (Specify) <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer to UW Archives											
12. Records Series Description Purpose: Provide a record of services provided to each child and a family for whom a referral for child protective services was made. Background: January 22, 2000 the Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS) data system came on-line. The following records are scanned into the data system and the records are retained until the scanning is verified. After the records have been verified they can be destroyed confidential. The records are retained under RDA1087 A-H (eWiSACWIS) for 20 years after the case has been closed. Contents include, but are not limited to; access reports, assessment of safety of placement, case notes, case plans, court reports, family assessment, referral form/reports, initial assessment. Records that cannot be scanned into the (eWiSACWIS) data system due to the sensitive or confidential nature of the information or the format of the document, should not be part of the system case record are: AODA report, birth certificate (certified), medical records, photos of children, psychological reports on children or birth parents and school records. Closed is defined as either (1) date of formal case closure or (2) date of last contact.											
13. Records Contain Personally Identifiable Information (PII) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. Name of Agency Program Contact or Records Officer – Select appropriate title. Mark Ramion <input checked="" type="checkbox"/> Program Contact <input type="checkbox"/> Records Officer Telephone 414-220-7958 Email mark.ramion@wisconsin.gov									
15. Records Series is Confidential or Access is Limited <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, enter Statute/Code) 48.981(7)											
16. APPROVAL SIGNATURES <table style="width:100%;"> <tr> <td style="width:33%; text-align: center;">  Agency Official </td> <td style="width:33%; text-align: center;"> 6.12.13 Date (mm/dd/ccyy) </td> <td style="width:33%; text-align: center;">  Agency Records Officer </td> <td style="width:33%; text-align: center;"> 6-12-2013 Date (mm/dd/ccyy) </td> </tr> </table>							 Agency Official	6.12.13 Date (mm/dd/ccyy)	 Agency Records Officer	6-12-2013 Date (mm/dd/ccyy)	
 Agency Official	6.12.13 Date (mm/dd/ccyy)	 Agency Records Officer	6-12-2013 Date (mm/dd/ccyy)								
PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced. <table style="width:100%;"> <tr> <td style="width:33%; text-align: center;">  State Archivist </td> <td style="width:33%; text-align: center;"> AUG 23 2013 Date (mm/dd/ccyy) </td> <td style="width:33%; text-align: center;">  Executive Secretary – PRB </td> <td style="width:33%; text-align: center;"> 8/24/2013 Date (mm/dd/ccyy) </td> </tr> </table>							 State Archivist	AUG 23 2013 Date (mm/dd/ccyy)	 Executive Secretary – PRB	8/24/2013 Date (mm/dd/ccyy)	
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